



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Senior Staff Analyst (Grant Funded)
Posting Number	PIN # 101902
Department	Finance & Administration
Division	Office of Emergency Management
Section	Emergency Management
Reporting Location	5320 N. Shepherd
Workdays & Hours	Varied, normal M-F* *Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Manages, analyzes and develops operating and monitoring procedures for Emergency Management, reviews their implementation and provides detailed guidelines with long-term objectives. Plans, develops, implements and monitors a comprehensive standards and procedures planning program. Stays abreast and ensures compliance with current federal, state and local regulations; stays familiar with Department of Homeland Security rules and regulations relating to Emergency Management operations and procedures. Serves as a liaison with local, state and federal agencies, elected officials, and the public. Evaluates technical and statistical data, analyzes and interprets results, prepares various reports, and maintains database. Consults and provides recommendations on goals, objectives, personnel and budget allocation. Handles other special projects as assigned.

WORKING CONDITIONS

Performing these duties will involve being available by pager and/or cellular phone; attending meetings; visually observing and differentiating details; making quantitative computations; preparing written reports; operating a city vehicle; analyzing abstract information; dealing with people in tense situations; responding to emergencies; standing and walking for extended periods; exposure to significant levels of heat; cold, moisture, air pollution. May be required to lift up to forty (40) pounds. Must be willing and available to work all shifts, including rotation, weekends and holidays.

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in Business Administration, Public Administration or a field directly related to the type of work being performed.

MINIMUM EXPERIENCE REQUIREMENTS

Five years (5) professional administrative, financial or analytical experience related to the type of work being performed. Pertinent professional experience may be substituted for the above education requirements on a year for year basis.

MINIMUM LICENSE REQUIREMENTS

Requires a valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

PREFERENCES

Preference will be given to persons with experience and/or previous working knowledge of the Metropolitan Medical Response System. Preference will be given to persons with experience or degree in Emergency Management or related field. Working knowledge or experience in the Department of Homeland Security funding. Completed or near completion of the Professional Development Series classes required by the Department of Public Safety, Division of Emergency Management.

SELECTION/SKILLS TESTS REQUIRED

Application review and/or interview.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 28	
\$1,777.00- \$3,184.00 Biweekly	\$46,202.00 - \$82,784.00 Annually

OPENING DATE

December 8, 2004

CLOSING DATE

OPEN UNTIL FILLED

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. TDD Phone Number 713-837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An Equal Opportunity Employer